



Vendor Insurance (Railroad) QRG

1. From the Dashboard under Contract Administration, select the blue hyperlink on the Contract ID for the appropriate Contract the Vendor is rendering Railroad Insurance.
2. On the left side, select the “Insurance” component. This will populate with a list of previously added insurance policies, if any exist.
3. To add a railroad insurance policy for the Prime Contractor to the Contract, click on the “Select Insurance Policies...” button. A modal window appears.
 - a. Select the appropriate policy or policies from the Pick List.
 - b. Click on the “Add to Contract” button in the lower right of the modal window.
 - c. Click on the “Save” button near the upper right of the page in the blue component bar.